

Anglia Ruskin University Good Research Practice Guide

Introduction

Anglia Ruskin University Research and Innovation Development Office has developed a comprehensive framework for good practice in research. This framework is designed to guide Researchers and highlight the importance of integrity and rigor in all research carried out at, and in partnership with, our University and to guide researchers in meeting these expectations. The document is designed as a best practice framework to provide or direct researchers to information about research integrity, data management, publication and dissemination, intellectual property, ethical practice, public and patient involvement, leadership and supervision and training. Funders and sponsors of research whom we work with expect us to maintain such a framework to promote good research practice and create a vibrant, healthy and transparent research culture.

Scope

This framework applies to all research undertaken by staff, students and visitors to our University and to research carried out in partnership with our University. Research should be conducted responsibly and in accordance with the law, current best practice in the sector and the *Anglia Ruskin University Procedure for the Investigation of Allegations of Misconduct in Research*. <http://tinyurl.com/po98vet>

In the remainder of this document, the word 'researcher' is used to mean any and all such individuals involved in research, whether students, academic and research staff, research support staff, research managers and administrators to whom this framework applies.

1. Integrity, Honesty and Rigour

Anglia Ruskin University fully supports the principles of the UK national *Concordat to support research integrity*.

We are committed to:

- maintaining the highest standards of rigor and integrity in all aspects of research;
- ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards;
- supporting a research environment that is underpinned by a culture of integrity and is based on a good governance, best practice and support for the development of researchers;
- using transparent, robust and fair processes to deal with allegations of research misconduct should they arise;
- working together to strengthen the integrity of research and to reviewing progress regularly and openly.

Integrating these commitments into our research culture demonstrates to partners, collaborators, stakeholders, participants and funders, as well as to each other, that all of our research is conducted in a transparent, professional and ethical manner.

A discrete statement on Research Integrity has been produced as part of our activities to embed the requirements of the *Concordat* in Institutional practice, and is available at <http://www.anglia.ac.uk/research/research-ethics-and-integrity>

Researchers should be honest whether in relation to their own actions, or those of others, and in all aspects of conducting research beginning with the application for research funding and running right through to the publication and dissemination of results. Research projects should have an appropriate research design, methodology and framework.

Research projects should be conducted with the utmost rigour, in line with disciplinary norms and standards, as well as current best practice. They should be completely transparent in declaring any conflicts of interest and communicate clearly the methods used to collect, analyse and disseminate data. Data must be collected in accordance with ethical principles, and analysed and disseminated appropriately, including negative data, to ensure that findings are robust, and defensible.

Researchers must be completely transparent in declaring and conflicts of interest. If their research project has a major change of direction the researchers should inform the sponsor or any other relevant body.

2. Data Management

Researchers should ensure that at the start of a research project the ownership, and use thereof, of any research data, including but not limited to physical samples, equipment, digital media, research documentation and research results is clear to all involved.

In addition responsibilities of storage and disposal of data and samples, in compliance with any ethical considerations, should be clearly assigned and agreed. Those researchers involved in collaborative work should ensure clauses covering these elements are in the collaboration agreements. Researchers should ensure that they comply with any policies held by the sponsors, including open access to research data.

The Data Protection Act 1998 governs, through a set of principles, the collection, processing and disposal of data held about individuals and the rights of individuals to access this data to which Anglia Ruskin University is legally obliged to adhere. These principles and the *Anglia Ruskin University Data Protection Policy*. <http://tinyurl.com/qd3jfd> are available on the Secretary and Clerks website.

All staff and students of our University must comply with these principles and policy when handling data. Outside agencies handling data on our behalf must also comply. All data held in relevant and structured filing systems are covered, both in electronic and manual formats.

Unless other requirements apply research data should be stored for a minimum of five years from the first date of any publications based on that data. It is recommended to keep research data based on clinical samples for public health for fifteen to twenty years.

Throughout the project researchers should keep clear and accurate records of all procedures followed and approvals and records of data and/or sample production at regular intervals throughout the project. All data and/or samples should be kept securely, whether on paper or electronically, and research teams should be aware of the length of time they need to be stored.

Always back up electronic data securely.

3. Publication and Dissemination

Anglia Ruskin University encourages the publication and dissemination of high quality research. Researchers should ensure that the research is conducted in a professional and timely manner, responsibly and with an understanding of future consequences, especially within the media and via the internet. It must be the authors own work and recognise any individual who has participated substantially to the research.

Results published must be honestly driven conveying valid interpretations and making justifiable claims that are based on research findings. All direct and indirect contributions should be acknowledged. Researchers should always critically assess their research findings before presenting them for publication.

Researchers should be aware of any stipulations from the sponsor on the publication and dissemination of research funded by them, including acknowledgements and the use of logos. It is advised that Researchers contact their sponsors as soon as possible to advise of them of any publication or dissemination events and request any guidelines.

Researchers should use the following checklist:

- Is the publication a paper in a recognised peer reviewed journal, a conference of international standing, a book or a monograph?
- Have you acknowledged all your funding sources?
- Have you advised your Sponsor of your plans?
- Has it been peer reviewed? If it has not, ensure you make that clear.
- Have all authors accepted responsibility for making themselves familiar with the publication and have their contributions been correctly acknowledged?
- Have you considered Intellectual Property?

Researchers should ensure that dissemination of knowledge and best practice is at the core of externally funded research, not publicity for the Researcher or for our University. We must ensure stewardship of research and scholarship for future generations and engage in knowledge transfer where ever possible.

Increasingly, the emphasis within the sector is on open-access publication and Anglia Ruskin University supports the direction of travel. Researchers should routinely deposit their research outputs in the institutional repository, ARRO, wherever this is permissible within agreements with publishers, etc. For more information see <http://tinyurl.com/nuv3puu>

4. Intellectual Property and Compliance

Intellectual Property is a type of intangible asset, and is the product of original human thought, creativity and intellectual effort. The law defines the following forms of intellectual property right:

- Copyright;
- Patents;
- Design Right and Registered Designs;
- Trademarks;

- Know How and Confidential Information.

Some forms of Intellectual Property are automatically protected by law from being copied without authorisation. In other cases, Intellectual Property rights have to be established through a registration process

Some Intellectual Property is very valuable, as it leads to technical innovation. Some is valuable in a less obvious way in that it might not be commercially exploitable in its own right but could be used in association with other Intellectual Property to generate commercial income. Other forms of intellectual property, such as Musical compositions and literary works, may not have financial value in the same way, but are nonetheless important.

Researchers should therefore have an awareness of the value of University Intellectual Property and be familiar with *The Anglia Ruskin University Guidance on the Management of Intellectual Property rights* and the *Anglia Ruskin Policy on Intellectual Property 2008*.
<http://tinyurl.com/qd8d844>

Researchers should be careful when discussing any research that has not yet been completed or published outside of our University, especially with countries that do not have ethical safeguards. This is especially important if patent applications are anticipated or pending and if the research has not undergone rigorous peer review as it can prove difficult to get secure rights.

All Researchers should immediately disclose any potential or real conflicts of interest to their Faculty or Institute so as not to compromise the research project. There may be legal, ethical, moral, financial, personal or academic in nature.

5. Insurance, Risk Assessment and Project Management.

Researchers should ensure that they have a robust and rigorous project management plan for the duration of the research project. This should include a clear identification of risk and management plans for those risks. We cannot always predict the direction of a research project, especially if it is blue skies research, and it is widely accepted that some research projects may be high risk. We are not averse to conducting these projects but we do expect them to be professionally and carefully conducted to minimise risk where possible.

Researchers should always ensure that the necessary insurance policies are in situ at the commencement of the research project, and that any protocols dictated by those policies have been adhered to throughout the life of the project. Further information and advice is available on the Secretary and Clerks website <http://tinyurl.com/q4ua65r>

6. Ethical Practice

Good Research Governance requires ethical approval. This helps Researchers to ensure that they are acting appropriately in their research and that they are protecting the rights and welfare of participants, whether human or non-human and minimising the risk of physical and mental discomfort, harm and danger from research procedures.

Researchers should consider, and be aware of, the involvement of all individuals in the research project, and their responsibilities to them. This could include patients, users, consumers, young people, advisory groups, victims, stakeholders and partners. These

individuals may be involved in the design of the research project, participating in the project or acting in an advisory capacity, and may also be involved in dissemination.

All research – undergraduate, masters, doctorate and staff - is subject to the same rigorous procedure. Doctoral students and staff can find further information on the Ethics website <http://tinyurl.com/qgsvz7z> and undergraduate and master's students are advised to contact their Faculty directly.

Researchers also need to ensure protection of their rights as a researcher to carry out legitimate investigations, as well as the reputation of our University for research conducted by its students and staff. Receiving ethical approval will minimise the potential for claims of negligence made against Researchers, Anglia Ruskin University and any collaborating individual or organisation.

In addition external funding bodies and refereed journals increasingly require a statement of ethical practice in applications for research funds and as a precondition of publication.

Researchers should always try to be aware of all their ethical responsibilities when conducting research, not just those that require ethical approvals where the Researcher has a duty of care.

7. Public/Patient Involvement

Research findings may impact directly on participants and if relevant Researchers should ensure that they are familiar with the NHS document *Public Involvement on research applications to the National Research Ethics Service* (www.invo.org.uk/wpcontent/uploads/2011/11/INVOLVENRES2011.pdf)

8. Leadership, Management, Support and Training of Researchers

In accordance with our Research and Scholarship strategy, our University encourages a sense of belonging, academic ambition and innovation, and a robust and reliable support structure for Researchers. Experienced Researchers should be actively involved in supporting, mentoring and encouraging new members of staff, as well as less experienced researchers. Research leadership is highly valued and prioritised across our University and appropriate research leadership is designed to support all our research endeavours.

Anglia Ruskin University actively supports the principles of the *Concordat to Support the Career Development of Researchers* (<http://tinyurl.com/jw2pk2s>)

By setting out clear expectations for researchers, research managers, research institutions and funders of research, *the Concordat* aims to enhance the research workforce and thereby sustain research excellence in the UK, bringing benefits to the health, economy and well-being of our nation. Our University was awarded the HR Excellence in Research Award from the European Commission in May 2013 in recognition of efforts to align our practice with the expectations of the *Concordat*.

The Research Support and Training team, based in the Research and Innovation Development Office, is responsible for enhancing and supporting the research environment at Anglia Ruskin University. This team provides researcher development and training sessions and seminars, particularly for postgraduate research degree students and their supervisors as part of the staff development programme.

Detailed guidance and support is available for supervisors via the Research and Support webpages (<http://web.anglia.ac.uk/anet/rido/ethics/index.phtml>) which includes advice on

issues such as expectation, frequency of contact, feedback and the development needs of research students.

Supervisors are expected to supervise all stages of the research process, including registration, guidance and support to enable the candidate to submit their Research Proposal on time, obtaining ethics approval, pastoral support, research design, fieldwork, data collection and dissemination. A wide range of courses are available to ensure students and new Researchers understand and adopt best practice.

9. Research Misconduct and Annual Reviews

Anglia Ruskin University is committed to ensuring that our thriving research culture develops and grows, and that all our activities are transparent and open. In this regard, allegations of research misconduct are taken very seriously and are dealt with appropriately.

All researchers are expected to be familiar with the *Anglia Ruskin University Procedure for the Investigation of Allegations of Misconduct in Research* which can be found at <http://tinyurl.com/po98vet>. All researchers are accountable to a variety of stakeholders, including each other, and are therefore encouraged to report any suspected misconduct in the best interests of themselves, their colleagues, and our University at large.

Our University presents a short annual statement to the Board of Governors summarising actions and activities undertaken to support research integrity and a high level statement on any formal investigations of research misconduct undertaken in that year. This statement is then made publically available.

All the Anglia Ruskin University procedures and policies referred to in this guide are regularly reviewed to ensure that they remain 'fit for purpose'.

Acknowledgments

- RCUK Policy and Guidelines on Governance of Good Research Conduct (February 2013)
<http://www.rcuk.ac.uk/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf>
- Good Research Practice Policy and Procedures St Andrews University (2103)
<https://www.st-andrews.ac.uk/staff/research/policies/goodresearchpractice/>
- The UK Research Integrity Office (UKRIO) <http://www.ukrio.org/>

This framework will be reviewed in January 2017